

Job ID:	344RK
Job Title:	Human Resources Manager
Degree Requirements:	Bachelor in Human Resources or Business
Years of Experience:	3 - 5
Type of Position:	Direct Hire
Location:	Rome, GA area
Salary Range:	Depends on experience and expertise
Travel Required:	Very Little

Please help the reader (s) of your résumé by telling us what your employers do / did to make money. Do not assume that the reader knows what your employers do / did.

One or Two sentences will suffice.

Our Rome, GA area client is searching for a Human Resources Manager who has a Bachelor's degree in Human Resources or Business and a minimum of 3 - 5 years progressive Human Resources experience and leadership. It is expected that up to one year in the position is required to become proficient in most phases of the job.

The MUST HAVE REQUIREMENTS for this position are:

- * Experience and expertise with ADP Payroll System
- * Bachelor's degree in Human Resources or Business
- * 5 years' experience in Human Resources showing progressive career movement and leadership
- * FULL UNDERSTANDING of the confidentiality of personnel files & Expertise in working with & handling highly sensitive issues

Reporting directly to the company President, the RESPONSIBILITIES of this position include but are not limited to:

- * Handle a wide range of varied situations at the same time
- * Plan, Develop, & Direct Human Resources Functions (staffing, compensation, benefits, safety, health, policies)
- * Provide expertise to all associates on personnel related issues
- * Recruitment of effective workforce
- * Development & Administration of benefit programs ensuring the company is attracting top candidates
- * Ensures OSHA compliance & environmental safety for the plant
- * Plan / conduct new hire orientation
- * Facilitates all employee communications meetings (plant meetings, monthly meetings, picnics, parties, birthdays, management dinners, etc.)
- * Manage ongoing drug testing program
- * Conducts and documents exit interviews
- * Participates in staff committee meetings; reporting on Human Resources & community matters, recommending actions on Human Resource issues; records and distributes minutes to committee members

- * Direct & oversee maintenance of confidential personnel files, medical and training records and related information
- * Counsels with employees, resolves problems, & interprets policies providing assistance to ensure positive employee relations are maintained
- * Ensures disciplinary policies & procedures and assures these are administered correctly
- * Ensures adherence to the guidelines & directives of EEOC, OSHA, & Affirmative Action programs providing for accurate documentation & reporting
- * Develop & maintain employee handbook reflecting current company policies & procedures; updates as required
- * Processes immigration related documents for non-citizen employees
- * Direct & grow Human Resources Team expertise

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money**, to us in a Word document without Headers / Footers, or Text Boxes at Resumes AT PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM salary requirements*.

KEY WORDS

Human Resources, EHS, Environmental Health & Safety, ADP Payroll System, Rome, Georgia, Manufacturing, OSHA, Staffing, Compensation, Benefits